

Job Opportunity Bulletin

Post Date: **December 22, 2016**

OFFICE TECHNICIAN (Typing)

Salary \$2,809 - \$3,515

Permanent, Fulltime

FINAL FILING DATE: **UNTIL FILLED**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-131-1139-002

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Joanna Tiche

All applications will be screened
and only the most qualified will
be interviewed.

CONTACT INFORMATION

Name: Joanna Tiche
Number: (916) 322-9120
Email:
Joanna.Tiche@dds.ca.gov

Under supervision of the Accounting Administrator III, Chief of Accounting, the Office Technician serves as the point of contact and provides specialized and general accounting/clerical support to the managers of the Accounting and Fiscal Systems Section for the Department of Developmental Services (DDS).

Desirable Qualifications, Knowledge, Skills and Abilities:

- Community effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote positive work environment and relationship with others
- Ability to provide excellent customer service both internal and external
- Must be reliable and dependable

ADDITIONAL INFORMATION: This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD.678) by the final file date. All applicants will be considered; however, Re-employment/SROA/Surplus candidates will be given priority. Please include the basis of your eligibility (list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and position **#473-131-1139-002**.

A typing certificate is required demonstrating the ability to type at a speed of no less than 40 words per minute. ***Please attach a copy of your typing certificate.***

If you are using an eligible list from an on-line exam to qualify for this position, you must include applicable documentation (i.e. copy of transcript, degree, license, etc.) with your application to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2016)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISION OF ADMINISTRATIVE SUPPORT
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION**

DUTY STATEMENT

NAME:**JOB TITLE:** Office Technician (Typing)**POSITION #:** 473-131-1139-002

POSITION DESCRIPTION: Under supervision of the Accounting Administrator III, Chief of Accounting, the Office Technician serves as the point of contact and provides specialized and general accounting/clerical support to the managers of the Accounting and Fiscal Systems Section for the Department of Developmental Services (DDS).

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports directly to the Accounting Administrator III, Chief of Accounting Section.

Essential Job Functions:

- 35% Performs routine semi-professional program accounting work related to the Departments financial integrity operations. Performs data entry into California State Accounting and Reporting System (CALSTARS)/ California Automated Travel Expense Reimbursement System, (CalAters) database (i.e. salary advance, travel expense claims) as well as type manual cash state and revolving fund checks on a typewriter for salary advances, travel expense claims, contracts and small business and emergency items. Maintain and manage the accounting units' filing, records, and archive logs.
- 25% Assists in various accounting functions during critical department fiscal year peak time frames. Including preparation folders and/or packages of the financial statements at fiscal year-end. The ability to trace, identify and correct data entry errors as directed by Supervisory staff members. The incumbent needs to be flexible and adaptable to frequent workload changes based on Organizational workload priorities.
- 15% Upon direction of Accounting Management follow direction of work on special projects or assignments to ensure accuracy and completeness and/or identify irregular items through accurate interpretation and application of the resources provided via Calstars database, MS Excel, Access database etc.
- 10% Serves as attendance clerk for the DDS accounting staff. Collects, reviews and verifies accuracy of timesheets and ensures that all information is accurate, performing an analysis of "time used by EE" vs. the State Controller's Leave Account Balances (LAB) report before submitting to Personnel.

Revised November

Marginal Job Functions:

- 10% Orders, distributes and maintains inventory of office supplies, including special requests, ensuring adequate approval is well documented. Upon receipt of goods, distributes and maintains inventory of office supplies for Accounting Section. Set up interview appointments as directed by Managers in the accounting section. Set up reminders for Accounting Managers to schedule Individual Development Plan and probation reports.
- 5% Assists and serves as backup to the Administrative Assistant I with answering and screening phone calls on a rotation basis for the Administrative Division. Incumbent assists vendor's request for information.

TYPICAL WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend. Incumbent may be required to sit for long periods of time using a keyboard, monitor and mouse. Computer will be used daily approximately 70%-80% of the time using the following software applications (i.e. Microsoft Excel, Word and Outlook). Must be able to use various office machines; copier, scanner, fax, etc.

DESIRABLE QUALIFICATIONS:

- Community effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote positive work environment and relationship with others
- Ability to provide excellent customer service both internal and external
- Must be reliable and dependable

CERTIFICATION OR LICENSE: A typing certificate is required demonstrating the ability to type at a speed of no less than 40 words per minute.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.